

AGIC 2020 Conference Committee Meeting Notes
Thursday, November 21, 2019
10:00 am

In Attendance:

Kevin Blake
Patrick Connolly-Boutin
Mark Christiano
John Danloe
Jami Dennis
Shawny Ekadis
Seth Franzman
Nicole Funicello
Teresa Gregory
Jason Howard
James Lambert
Shea Lemar
Jenna Leveille
Lucas Murray
Aryn Musgrave
Jennifer Psillas
Aparna Thatte
Mike Walck
Steve Whitney

Committee coordination and meeting operation:

- Meeting schedule –
 - Continue with the 3rd Thursday of the month
 - Call-in only, with the exception of the conference bag stuffing on August 20th.
- Membership status –
 - Committee members will be asked to confirm their current status as a voting member, or a public member at large.
- 2020 work plan –
 - A draft work plan will be developed and distributed to the committee for feedback.
 - A final plan will be presented at the February Council meeting.
- Task due dates –
 - The planning spreadsheet will be adjusted for the August conference date, and will be sent to the committee for feedback.

Action Items:

Steve – Contact each committee member regarding their membership status.

Steve – Draft the 2020 work plan and distribute to the committee for feedback.

Steve – Adjust the planning spreadsheet for the August conference date, and will be sent to the committee for feedback.

Outreach Committee Report:

- Increasing AGIC succession and recruitment –
 - Developing materials for folks to get involved
- AGIC representatives serving as “buddy” for first-time attendees –
 - Due to the number of first-time attendees, do not limit buddies to Council members only.
 - Designate first-time attendees on the name badges, or a ribbon, or a button (so that they have a choice to wear it or not)
 - Consider number of years of attendance for all attendees.
 - 1, 5, 10, etc. to break it down
 - Do some sort orientation for first-time attendees, and/or do an evening event.
 - Make the hospitality suite more known.
 - Reserve some workshop slots for first-timers.
 - Focus on more than just first-timers, e.g. ensure that all are welcome to attend any orientation activities.
 - Consider using Wednesday lunch for some orientation content.
 - Wednesday evening social activities for networking.
 - Make an effort to sit with folks that you do not know.
 - Consider assigning seats.
 - Put on badges.
 - Find the person who has the same sticker.
 - Stand up and introduce yourself to someone that you do not know.
 - Assign sponsors to tables.
 - Positive feedback from the sponsors.
 - Encourage sponsors to get out of their booths?
 - Most do a good job of this, but maybe worth a mention in the sponsor materials.

Action Items:

All – Consider the options for first-time attendees and short-time attendees, which would orient them to the conference experience.

Budget:

- 2019 status –
 - We have one outstanding payment to collect, and then we can have the meeting planners do a final reconciliation.
- Fees –
 - It was agreed to leave the 2020 conference fees the same as 2019.

Action Items:

None.

Venue coordination:

- Pending PO for 2020 –
 - We need to find out if we can proceed with establishing the 2020 PO before the 2019 conference proceeds have been received.
- We will not extend the 2020 conference into Friday afternoon.

Action items:

Jenna – Inquire about the 2020 PO timeline.

Website:

- Running with the same setup, with some possible updates.
- 2020 conference dates have been published.
- Sponsor team is considering a central repository for coordinating with the sponsors.

Action Items:

None.

Agenda & speaker coordination:

- We will not extend the 2020 conference into Friday afternoon.
- Reduce lunch speaker times –
 - TOTAL speaking time should be 45 minutes max.
 - Ensure that the speakers start on time, e.g. 12:20 p.m., or consider starting at 12:10 p.m.
 - Announce this schedule to the attendees.
 - Ensure that the speaker table is served first.
 - Ensure that meals start coming out at noon.
- Keynote speaker suggestions –
 - Dr. Travis May from South Mountain Community College Storytelling Institute –
 - Bio: <http://www.southmountaincc.edu/directory/faculty-staff/travis-may/>
 - Podcast he did on KJZZ: <https://storyfest.kjzz.org/storyteller/travis-may>
 - A workshop he gave on communicating science to non-expert audiences with stories and narratives: <https://gesst.org/2018/04/workshop-04-17-art-storytelling/>
 - Maybe we can get him to do a technical session, too

- listed 4th down on the list of Keynote speakers:
<https://www.bloomberg.com/press-releases/2019-08-27/swana-announces-keynote-lineup-for-wastecon-2019>
- Esri folks mentioned the possibility of Jack D.
 - We will pursue this with Esri.
- Adam Carnow, Esri, GIS leadership focus.
- Ken Field, Esri, return requested by multiple attendees.
- Dedicate a session for Maps & Apps –
 - Wed. 3:30 – 5:00 would be ideal.

Action Items:

Mike W. – Get some background info on how we can request keynote speakers from Esri.

Exhibitor/sponsor participation:

- Eliminate the 5-minute lunch talks for the Gold sponsors.
 - Should we consider a replacement?
 - Table centerpieces.
 - Assign a sponsor to each table.
 - Lead social activities at Wednesday evening social.
 - Display logo or GIF on screens during lunches.
 - Display sponsor video.
 - The consensus was towards displaying logos or GIFs on screens during lunches, and possibly assigning a sponsor representative to each table.

Action Items:

Patrick – Share latest Consortech marketing video.

Materials and mail-outs:

- Send a save the date notice.

Action Items:

Jami – Send save the date notice, and include to Lucas.

Registration:

- Look at setting the early-bird date.

Action Items:

Steve – Set the early-bird date.

Maps & Apps Challenge:

- Dedicate a session for Maps & Apps –
 - Wed. 3:30 – 5:00 would be ideal.
- Post winners to AGIC-L –
 - All info is on the AGIC website, as a reference.

Action Items:

Jenna – Post winners to AGIC-L.

Awards:

- No discussion.

Action items:

None.

Printing:

- No discussion.

Action items:

None.

Computer labs:

- Contact TeachMeGIS to see if they will be back for 2020.

Action items:

Steve – Contact TeachMeGIS.

Conference program:

- Program “logo” design volunteer –
 - Jami will follow up

Action items:

Jami – Follow up with the volunteer for the logo design.

T-shirts:

- No discussion.

Action items:

None.

Attendee Packet:

- The idea was put forth to have name badge ribbons for all AGIC committee members
 - The consensus was to keep the Conference Committee ribbons as is, and add a general committee member ribbon.

Action Items:

Jami – Include a general committee member ribbon on the Lane order.

Social Events:

- No discussion.

Action Items:

None.

General:

- Collaboration –
 - Consider using slack for communicating in between meetings.
 - Need to check on Open Meeting Law limitations.

Action Items:

Jenna – Look into Open Meeting Law limitations for using a collaboration tool for committee work.